

☞CONFIDENTIAL☞

Nisqually Indian Tribe

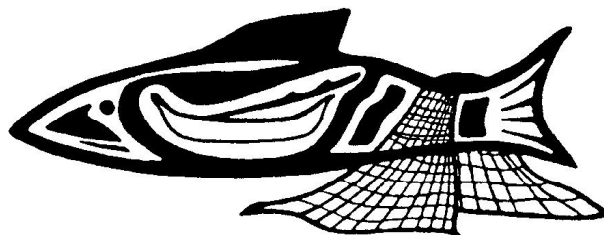
4820 She-Nah-Num Dr. S.E.

Olympia, WA 98513

(360) 407-0971

www.nisqually-nsn.gov

Application FOR Employment



Confidential Document: This application contains confidential information that may not be released to anyone except those concerned for the position being applied for. Any violation may be punishable by fine, imprisonment, or both, in Federal Court if used without authorization.

Received by: _____ Date: _____

NISQUALLY INDIAN TRIBE

Personnel Department

4820 She-Nah-Num Dr. S.E. • Olympia, Washington 98513

Phone: (360) 407-0971 • Fax: (360) 407-0859

www.nisqually-nsn.gov

Application for Employment

Policies and Instructions:

1. The Tribe uses Native American preference in hiring.
2. Read the job announcement and position description carefully.
3. Complete all information on the application form. Incomplete application packets may disqualify you from further consideration.
4. Read the information in the signature area carefully, then sign and date the application.
5. Return the signed and completed application packet to the Personnel Department at the address above.
6. Enrolled Nisqually Tribal Members may apply at any time prior to the interviews. All other applications must be received in the Personnel Department by 5:00 p.m. on the closing date.

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone Number: () _____ Position Applied for: _____

Would you accept full-time work? Yes ☐ No ☐

Would you accept part-time work? Yes ☐ No ☐

On what date are you available for work? _____

Are you currently employed by the Nisqually Tribe? Yes ☐ No ☐

Have you ever been employed by the Nisqually Tribe? Yes ☐ No ☐

Can you travel if the job requires it? Yes ☐ No ☐

Do you claim Native American or Alaskan Native Preference? Yes ☐ No ☐

Tribe: _____ Enrollment number: _____

Are you legally able to work in the United States? Yes ☐ No ☐
(Proof of status will be required if hired)

How did you learn of this position opening? _____

Are you willing to work overtime if required? Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, please explain, including dates (convictions will not necessarily disqualify an applicant for employment): _____

Education and Training

Type of School	School Name & Location	Major Subject	Years Completed	Graduate? (Y/N) Degree and Type
High School		Not Applicable	9 10 11 12 GED (circle one)	
College (Undergrad)				
College (Graduate)				
Business/ Vocational				
Trade/Other				

Skills and Abilities

Computer (Specify proficiency level and software used):
Equipment Operations (Specify equipment and proficiency level):
Other skills and abilities:

Employment History

✓ *the box next to the employer you do not want us to contact. List your most recent employer first.*

1. Employer: _____ Phone Number: (____) _____

☐ Address: _____

Supervisors Name: _____ Supervisors Title: _____

Date Started: _____ Date left: _____ Hourly/Salary starting: _____ Final: _____

Hours per week: _____ Reason for leaving: _____

Job Title and Major Duties: _____

2. Employer: _____ Phone Number: (____) _____

☐ Address: _____

Supervisors Name: _____ Supervisors Title: _____

Date Started: _____ Date left: _____ Hourly/Salary starting: _____ Final: _____

Hours per week: _____ Reason for leaving: _____

Job Title and Major Duties: _____

3. Employer: _____ Phone Number: () _____

☐ Address: _____

Supervisors Name: _____ Supervisors Title: _____

Date Started: _____ Date left: _____ Hourly/Salary starting: _____ Final: _____

Hours per week: _____ Reason for leaving: _____

Job Title and Major Duties: _____

4. Employer: _____ Phone Number: () _____

☐ Address: _____

Supervisors Name: _____ Supervisors Title: _____

Date Started: _____ Date left: _____ Hourly/Salary starting: _____ Final: _____

Hours per week: _____ Reason for leaving: _____

Job Title and Major Duties: _____

5. Employer: _____ Phone Number: () _____

☐ Address: _____

Supervisors Name: _____ Supervisors Title: _____

Date Started: _____ Date left: _____ Hourly/Salary starting: _____ Final: _____

Hours per week: _____ Reason for leaving: _____

Job Title and Major Duties: _____

Additional Information

What qualifications do you have that make you the ideal candidate for this position?

Professional References

List three past supervisors unrelated to you who have knowledge of your qualifications.

Name	Title/Relationship	Current Telephone

Some jobs may require a Driver's license. Do you have a valid Washington State Drivers License? Yes ☐ No ☐

Signature and Affirmation:

I hereby certify that the information on this application is true, correct and complete to the best of my knowledge and belief. I authorize investigation of information given in this application. I understand that if I am hired, my employment is subject to the Nisqually Indian Tribe's Personnel Policies and Procedures Manual and I consent to a comprehensive background check that may include a criminal history background investigation, if employment is offered and accepted.

Applicant's Signature: _____ Date: _____

If you require an accommodation during the hiring process, please contact the Personnel Department at: (360) 407-0971.